



Office of the City Clerk

Weekly Report – for Week Ending September 30, 2016

Elections

Staff determined that the raw number of signatures submitted on September 19, 2016, by proponents of the Cannabis Activity Permits and Regulation. Initiative Ordinance is sufficient in number to proceed to the next step which will be to examine and verify the signatures for validity.

National Voter Registration Week, September 26-30, 2016, included a flurry of outreach activity for Clerk staff who conducted voter outreach presentations and registration drives at nine Los Angeles Community College Campuses, one high school and four homeless service organizations.

The City Employee Poll Worker (CEP) team is preparing to kick off the CEP Program. City departments have been very cooperative with 34 agreeing to participate. Commencing the last week of August, the outreach field activity to date includes

- 22 events
- 2,500 estimated audience reached through tabling and presentations
- 168 people registered

In keeping with the Department's commitment to increase outreach in low voter participation areas, staff conducted an in-house voter survey during the first two weeks of September. The team made 16,024 calls and surveyed 1,537 voters. The next phase of the project is to analyze the data and report on the results. Survey participants will receive a 2016 Voter Survey certificate from the City Clerk and a copy of the 2017 Voter Guide containing municipal election information

In anticipation of the 2017 Municipal Elections, staff has secured 18 media partners, including ethnic media in most of the 12 languages serviced for elections.

Staff continues to plan and prepare for the November 8, 2016, statewide election and the two City measures that will be on the ballot as well as for the comprehensive operations of conducting the 2017 Municipal Elections.

We continue to work with the County on determining whether the March 2017 elections will be consolidated. Discussions are scheduled for this week.

Business Improvement Districts

Staff met with members of the Park Mesa Heights Neighborhood Council relative to forming a business improvement district along Crenshaw Boulevard south of the Greater Leimert Park Business Improvement District.

Staff began testing the BIDs Annual Planning Report (APR) Portal developed by the Systems Division. We anticipate a test by a couple of business improvement districts next week.

On September 23, 2016, the notice and ballots were mailed to schedule the proposed Venice Beach Business Improvement District public hearing for November 8, 2016.

The Economic Development Committee approved the Annual Report to reconfirm the assessments for the Chatsworth Business Improvement District on September 27, 2016.



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Records Management

Records Disposition – This calendar year 89 destruction reports pertaining to 24,748 boxes in departmental storage and 16,470 boxes in the City Records Center have been approved by City departments. Of those in the City Records Center, 1,050 boxes have been returned to storage due to CPRA requests or other administrative reasons, 3,361 boxes are in process for destruction, and 5,434 boxes have been destroyed.

Archival Projects - On Sunday, October 2, at 2:00 p.m., the City Archivist will present the video and film collection of the City Archives, "THIS IS LOS ANGELES, Movies Made By and About the City," in the Mark Taper Auditorium at LAPL: (<https://www.facebook.com/events/1674858456166793/>).

Systems

The City Email retention policy is being updated and reviewed by the City Attorney's office. The proposed email retention will be defaulted to three years and will be discarded off the system. There will be an option for departments to keep their email indefinitely.

The new City Clerk internet webpage is being reviewed and finalized this week. The old webpage that was on the Stellent web content management system (CMS) platform has been retired. All content has been migrated to the new City standard Drupal CMS platform. The new webpage uses the City standard webpage format and will be published and available to the public during the first week of October.

Staff is developing a web-based electronic form with complete workflow for records destruction requests and approval processes. The E-form will incorporate E-signature, approval routing, and a reporting tool. This will replace the paper-driven forms that is currently being used at the Records center.

Administrative Services

Fiscal – Staff attended the Controller's mandatory internal control training session, the CAO budget training session, and met with Union Bank to discuss Neighborhood Council Funding Program checking accounts, sent out budget instructions to Division Heads for preparation of the Department's Proposed Budget for Fiscal Year 2017-18 and submitted a revised reversion worksheet for the Mayor's Office.

Neighborhood Council Funding Program - Neighborhood Councils (NC) were required to submit their FY 2016-17 Operating Budget on September 1st. Many NCs requested an extension of time which was granted to September 14th. Approximately two-thirds of the Neighborhood Councils have submitted their FY 2016-17 Operating Budget Package. Letters are being sent to the remaining Neighborhood Councils notifying them that their second quarter checking account replenishment will be delayed and checking accounts may be frozen if not received by month's end.

Two Neighborhood Council Treasurer Trainings were scheduled during the month of September. However, the Harbor Area Training was canceled due to low response.

Personnel - Staff held five new hire orientations. working with Department of Transportation to complete annual mileage placard renewal and disseminating new placards to Mayor and Council staff.

Upcoming

Council to be in recess October 4-7 for League of Cities and October 12 for Yom Kippur